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Class Specifications
for the Class:

PRINT SHOP SUPERVISOR II

Duties Summary:

Supervises, through subordinate foremen, the printing shop in a correctional industries program; and performs other duties as required.

Distinguishing Characteristics:

A position in this class is responsible for the operation of a printing shop on a self-supporting basis which requires appropriate quality control and economy of operations. The work includes planning and organizing operations, and directing work activities through subordinate inmate and classified service supervisors. It also includes responsibility for all equipment, supplies, materials and inmate personnel used in the shop.

Work is performed within the framework of correctional industries policies, and includes the guidance and instruction of inmates in providing training. Supervision received is general administrative.

Examples of Duties:

Provides cost estimates on jobs and makes out job orders; prepares production requests and layouts to conform to specifications and press requirements and to maintain controls; assigns, directs and reviews work in progress to maintain quality control, and production and time schedules; provides on-the-job training in the operation of multilith and platen presses, collating, cutting, drilling, folding, perforating, plate making and other machines; instructs subordinates in printing techniques and technical information; reviews material and edits proof copy; orders supplies and maintains inventory controls on all materials, tools and equipment; establishes and enforces safety rules; reviews and improves methods and procedures; maintains operational records including residents' work hours; evaluates work performance of residents and makes reports; may accompany and supervise residents in pickup and delivery work; may restrain residents, and participate in escape hunts; solicits and encourages State and city agencies to utilize print shop services in printing forms, envelopes, publications, labels, charts, brochures, certificates, business cards, tickets, etc.

Knowledge and Abilities Required:

Knowledge of: Methods, materials, equipment and tools used in printing shop work including estimating, plate making, color processing, photo engraving and lithography; simple recordkeeping; principles and practices of supervision, principles and practices of shop safety.

Ability to: Plan, organize and direct the operation of a print shop; instruct inmates in the proper use of printing shop equipment and other aspects of printing trade; give and receive both oral and written instructions; maintain operational records and prepare reports on production, residents' time, inventory, etc.

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This is the first specification for the new class PRINT SHOP FOREMAN II which replaces the old class PRINT SHOP FOREMAN II, Code No. 10.657, which was approved on March 5, 1970.

APPROVED: 1/5/73

(for) s/David Luke
JAMES H. TAKUSHI
Director of Personnel Services

Note: Class title changed to PRINT SHOP SUPERVISOR II